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The **HHS** *Fellows* *Program*

1981-82

DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Office of the Secretary

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The Department of Health and Human Services has the largest domestic responsibility of any Federal department. In order to provide the variety of services it offers, the Department must foster the development of able and dedicated human resource managers who can offer fresh approaches to social and managerial problems and assist in communicating with the numerous constituencies in the Nation's cities, states, and regions.

By selecting approximately twenty HHS Fellows for one-year appointments in key departmental positions, the HHS Fellows Program contributes to the development of leadership for human resource programs.

I encourage you to apply for the HHS Fellows Program. It is a challenging opportunity for professional men and women to broaden their backgrounds and to contribute to the development of their parent organizations.



Patricia Roberts Harris

SECRETARY

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The HHS Fellows Program

1981-82

Applications are invited for the HHS Fellows Program, which offers approximately twenty exceptionally qualified individuals the opportunity to serve for twelve months, beginning in September 1981, in key roles with major officials in the United States Department of Health and Human Services. Selected men and women will find a unique experience in governmental policymaking and management.

Established in 1970, the HHS Fellows Program (formerly HEW Fellows Program) has strengthened the managerial capabilities of 136 participants, who now comprise a valuable talent resource for the Nation's future. The Fellows themselves have brought new ideas to the Department, have made significant contributions, and have served as a channel of communication between HHS and its diverse publics.

PURPOSES OF THE PROGRAM

1. To open the processes of government to the fresh ideas and new perspectives of talented leaders, with emphasis on the participation of imaginative candidates from diverse areas, including the state and local governments, the professions, social agencies, industry, and the unions.
2. To provide opportunity for the encouragement and development of men and women whose progress in education, business, state and local government administration, and community participation gives promise of significant leadership in diverse areas of service to the Nation.
3. To enable the Department of Health and Human Services to promote public understanding of governmental programs and problems by communicating through the Fellows to their regions, states, and communities.



THE PROGRAM OPPORTUNITIES

The HHS Fellows' experience provides an opportunity for individuals with strong personal resources and desire for achievement to demonstrate their ability to deal effectively with the administration and delivery of health and human services at the national or regional level. Through assignments to senior HHS officials, Fellows enjoy a learning experience in planning and decisionmaking limited only by their own interest, talent, and maturity of judgment.

The HHS Fellows Program offers a wide range of educational advantages, both formal and informal. Early in the program year, members of the Class of 1981-82 will discuss their individual interests and their ideas concerning an educational component to benefit the entire class. Lectures and seminars offered by recognized national leaders and authorities in various fields will be available to the Fellows. There will be a cross-fertilization of ideas and experiences with participants from similar programs (White House Fellows, Congressional Fellows, etc.) throughout the year. The interchange of ideas and experiences, when all members of the class meet in Washington, or in designated regions, will broaden the perspective of each Fellow.

NOT A RECRUITING PROGRAM

The HHS Fellows Program is designed to identify talented men and women *now employed outside the Federal government* and to assist in developing their leadership capabilities. It is not a recruiting program for the Department of Health and Human Services. Fellows are expected to maintain ties with their agencies or institutions by leaves of absence, or other arrangements, so that resumption of employment may be assured upon completion of the program.

REQUIRED QUALIFICATIONS

To be considered for the HHS Fellows Program candidates must:

- Be citizens of the United States.
- Have a record of demonstrated interest in community service and the Nation's social problems.
- Provide evidence of a strong commitment to the principles of equal opportunity and affirmative action for women, minorities, and handicapped individuals.

- Possess a combination of education and specialized experience in administration or management, or comparable work experience, with evidence of progressive responsibility.
- Qualify in grade levels GS-11-15, for which the current salary range is \$22,486 to \$50,112.

Minimum qualifications as identified by the United States Office of Personnel Management (X-118 Qualifications Standard) for the GS-11-15 level, (301 Series) are as follows:

1. 3 years of general experience—General experience is any kind of experience which provided a good basic or general knowledge of the principles of organization, management and administration.
2. 3 years of specialized experience—Specialized progressively responsible experience is operating administrative or managerial experience in a type of work or a combination of functions related to the position to be filled, or in comparable work or functions. Appropriate graduate education may be substituted for two years of this experience

It is the policy of the Department of Health and Human Services to provide equal opportunity to all qualified persons; to prohibit discrimination in employment because of race, color, age, religion, sex, handicapped condition or national origin. The Department seeks and welcomes applications from qualified women, minorities, and handicapped individuals.

Evaluation Criteria: 1) Experience in developing and recommending policy for the interpretation and application of organizational requirements; 2) organizing and carrying out specific programs related to health, and/or human resources delivery systems; 3) evaluating and recommending significant changes in organizational structures and methods of operations; 4) Education; 5) Community participation and support of equal opportunity; 6) Written communications ability; and 7) Applicant's statement indicating the benefit of the program to the parent organization and the applicant.

HOW TO APPLY

The complete application must include the following:

- a. A typed Standard Form 171 (Personal Qualifications Statement). This form may be obtained from most Federal agencies, or the

HHS Fellows Program Office. The Standard Form 171 must be signed and dated.

- b. A typed sheet indicating community service participation and memberships and involvement in organizations dedicated to the promotion of equal opportunity for all individuals. Include all position titles, duties and responsibilities, and length of service in a voluntary or paid capacity for the organizations or programs.
- c. A typed statement, in the applicant's own words, setting forth his/her reasons for aspiring to be an HHS Fellow. This statement should not exceed two pages, and should indicate how the fellowship will benefit the candidate and the candidate's permanent organization. A supervisory appraisal of performance will be obtained for all persons identified as potential selectees and alternates. Mail the complete application to the Director, HHS Fellows Program, 330 Independence Avenue, S.W., Washington, D.C., 20201.

Applications must be postmarked by January 30, 1981 to be considered for the 1981-82 HHS Fellows Program.

Applications that are postmarked after January 30, 1981 will be returned to the sender without consideration.

Incomplete applications will not be evaluated or considered.

DO NOT SEND A RESUME OR VITA

THE SELECTION OF HHS FELLOWS

1. In February, review panels will identify 50 semi-finalists who are judged to be most highly qualified in terms of Office of Personnel Management and HHS requirements and potential for serving the program's purposes.
2. In April the semi-finalists will be invited, at government expense, to Washington, D.C. for interviews leading to the selection by the Secretary of approximately twenty, HHS Fellows.
3. The selectees will be notified of their acceptance for the Program in May after approval of their qualifications for appointment in grade levels GS-11-15.

ASSIGNMENT OF FELLOWS

Fellows are assigned to positions with senior officials of the Department. Possible assignments include the following offices:

Office of the Secretary

The Secretary

The Under Secretary

The Deputy Under Secretary for Intergovernmental Affairs

The Principal Regional Officials

Assistant Secretary for Legislation

Assistant Secretary for Health

Assistant Secretary for Planning and Evaluation

Assistant Secretary for Public Affairs

Assistant Secretary for Human Development Services

Assistant Secretary for Personnel Administration

Assistant Secretary for Management and Budget

Administrator, Health Care Financing Administration

Administrator, Health Resources Administration

Administrator, Health Services Administration

Director, National Institutes of Health

Commissioner of Food and Drug Administration

Administrator, Alcohol, Drug Abuse and Mental Health Administration

Commissioner, Administration on Aging

Commissioner, Administration for Children, Youth and Families

Commissioner, Social Security Administration

Director, Office for Civil Rights

Office of the General Counsel

Office of the Inspector General.

Assignments are made on the basis of the Fellow's special competencies and the needs of the Department. Some

assignments will be made in the Washington, D.C. area. Some Fellows may be assigned to the Principal Regional Officials (PROs), who are located in the following cities:

Atlanta	Kansas City
Boston	New York
Chicago	Philadelphia
Dallas	San Francisco
Denver	Seattle.

The PRO, the personal representative of the Secretary, oversees the operation of HHS programs and policies for the states assigned to a Region. He or she is the highest level Department official in the Regional Office, which is composed of the various programmatic and administrative units responsible for the day-to-day management of programs and implementation of policy. HHS Fellows might work with the PRO as a special assistant on nationally delegated projects and service delivery assessments, as the personal representative of the PRO with the chief state and local elected officials, and on other Secretarial and Departmental initiatives.

PROGRAM SCHEDULE 1981-1982

Application deadline	January 30, 1981
Screening of Applicants	February 1981
Selection of Semi-Finalists	February 1981
Interviews in Washington and selection of Fellows	April 1981
Notice of Acceptance to Selected Fellows	May 1981
Placement Interviews	June-July, 1981
Beginning of Program Year	September 1981
Close-out of program year and awards	September 1982

All inquiries and requests for application forms should be addressed to:

The Director
HHS Fellows Program
330 Independence Avenue, S.W.
Washington, D.C. 20201
Telephone—202-755-1132

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